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November 26, 1968

MEMORANDUM FOR: CRS Historical Officer

SUBJECT : List of Subject Index Cards

1. Attached are suggested alternative formats for subject list to be used as a reference aid in designing our History Outline.

2. We have used the cards from the years 1952, 1953 and 1954, organized by date, then by subject, or vice versa.

25X1A9a



Copy: 25X1A9a

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LIST OF SUBJECT INDEX CARDS

CRHS FILES

BY DATE AND SUBJECT

- 1952:
- A. CENTRAL REFERENCE CONCEPT AND ORGANIZATION
 - 1. Summary Statement of OCD Functions
(1952, 1955)
 - B. COLLECTION AND PROCUREMENT
 - 1. Collection, Dissemination and Coordination of Requirements and Information on International Trade Fairs
(By LD December 1952)
 - 2. OCD Overseas Personnel Requirements
(Requests Overseas Microfilm Team continue on a reduced scale)
 - C. DOCUMENT FLOW: RECEIPT, INDEXING, STORAGE, RETRIEVAL AND DISSEMINATION
 - 1. Chronology of Procedural Changes in Intellofax System and IPI, and Historical Highlights of Intellofax System and IPI
(1952 and 1966)

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D. SYSTEMS DEVELOPMENT AND MACHINE SUPPORT

E. ORGANIZATION AND ADMINISTRATION, PROBLEMS OF

1. OCR Career Service Board Minutes

(1952-1966)

2. Increase in Personnel Ceiling

(May 1952)

3. OCD Personnel and Space

(Personnel Increments Required, Space Now Available;
Proper T/O for OCD; Why the estimated strength of OCD
should be increased to 932)

4. OCR History - Chronology 1941-1964

5. Your Inquiry to DDI about the Biographic Register

(AD/CD describes conflict between analyst and administrator;
problems in the Biographic Register; alternate courses of
action; recommending not be allowed simmer down)

6. Your Inquiry DDI of 14 March 1952 re colored men on duty in
OCD

7. Operations Staff File

(1948-1957)

8. Reorganization(s) of the CIA Library

(27 May 1952, 23 March 1955, 31 July 1956 and
4 June 1958)

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F. CUSTOMER SUPPORT AND RELATIONS

1. Establishment of Branch Library for SO and PC

(February 1952)

2. Industrial Register Plant Summaries

(April 1952; AD/CR offers to proceed with this activity; AD/RR Office Notice announces program's inauguration; should be invaluable to ORR)

3. OIC, 1950-53

(Problems involving OCD were considered and action taken under such headings as: Biographic Intelligence, External Research, Interdepartmental Committees, Interagency Operational Liaison, Requirements)

4. Procedure for Ensuring CIA Exploitation of International Trade Fairs and International Scientific and Technical Conferences, Particularly Those Attended by Soviet Personnel

(Staff study recommendation for creation of additional Branch in Liaison Division, OCD, designated as "International Conference Branch")

G. COMMUNITY SUPPORT AND RELATIONS

1. Letter transmitting copies of: Agreement between the Department of State and the CIA for State Servicing of CIA Biographic Requests on Political Personalities

(November 1952)

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H. FOREIGN DOCUMENTS DIVISION IN OCR

1. Notice of Establishment of FDD Linguist Consultation Service

(November 1952; two translators were located in the CIA Library)

I. OCR PUBLICATIONS

1. LDN Series of Information Notices

(December 1952; expanded to cover all types of newsworthy information obtained by the Liaison Officers of Liaison Division)

J. PHYSICAL PLANT

1. Riverside Stadium: three memoranda describing conditions

(Space utilized by OCD personnel; poor and unhealthy working conditions; requirements)

K. SPECIAL SURVEYS OF CRS MANAGEMENT AND ORGANIZATION

L. UNASSIGNED ITEMS: SECURITY

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1953: A. CENTRAL REFERENCE CONCEPT AND ORGANIZATION

1. Progress Report in Compliance with NSC 50

(Report - Central Reference Facilities for Intelligence Research, gives significant developments in 1952)

2. Utilization of Foreign Intelligence Materials

(AD/CI memo to DDI - Includes current and future OCD philosophy, recent developments and future projects)

B. COLLECTION AND PROCUREMENT

1. Correspondence about State Department's most recent budget cuts and how they affect CIA

(February to 3 September 1953; Acting Librarian of Congress protesting plans to discontinue the PPO position in Rome; delay in appointment of a PPO replacement for Moscow; memo from AD/CD to DDI proposing rapid and drastic takeover by CIA of PPO program)

C. DOCUMENT FLOW: RECEIPT, INDEXING, STORAGE, RETRIEVAL AND DISSEMINATION

1. Air Force Utilization of CIA Intelligence Subject Code

(1953; concludes negotiations)

2. Air Force Utilization of CIA Intelligence Subject Code

(Announces CIA information reports will carry full subject codes; offers copying service for CIA reports, in lieu master ozalids)

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C. DOCUMENT FLOW: RECEIPT, INDEXING, STORAGE, RETRIEVAL
AND DISSEMINATION (continued)

3. Dissemination of CIA-produced intelligence to the
Department of Defense

(OCD policy and practice for dissemination of all intelligence
produced by CIA and disseminated to appropriate DoD offices)

4. OCD - Topics to be discussed in CIA Budget Hearing Room
332, EOB, 22 October 1953

(Gives answers and explanations)

5. Overseas Dissemination by other IAC Agencies of CIA
Intelligence Publications

(Steps taken that other agencies maintain in Washington an
inventory of each classified CIA intelligence publication in
files of their overseas missions; how safeguard proper
destruction and reporting)

6. State Department request for increase in the number of
NIE's and SE's which it receives

D. SYSTEMS DEVELOPMENT AND MACHINE SUPPORT

1. Employee's Suggestion No. 119 on "Suggested
Utilization of Machine Methods to Effect the
Dissemination of Intelligence and Intelligence
Information"

2. Microfilm Program of the Office of Collection and
Dissemination

(Study to determine best method for microfilming, developing
viewing and printing intelligence documents handled by OCD;
and proper location of facilities; Recommendations included
that system proposed by OCD be adopted)

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D. SYSTEMS DEVELOPMENT AND MACHINE SUPPORT (continued)

3. Management Officer Recommendation to AD/CD to Rent One IBM Type X794 Electronic Searching Selector

(Reports on various studies and experiments of newly developed IPM equipment for the production of a scanning machine, which is only novel piece of equipment in the battery required to solve some of CIA's documentation problems)

E. ORGANIZATION AND ADMINISTRATION, PROBLEMS OF

F. CUSTOMER SUPPORT AND RELATIONS

1. Establishment of Intra-Agency Advisory Working Group to the Project Officer for Central Radio Frequency File

2. External Research Projects

(OCD had in effect in 1953 giving Project, Contractor, Date Started or Expected to Finish)

3. Incorporation of Medical Office Library as a Branch Library of OCD

4. OIC, 1950-53

(Problems involving OCD were considered and action taken under such headings as: Biographic Intelligence, External Research, Interdepartmental Committees, Interagency Operational Liaison, Requirements)

5. Special Register - Workload vs. Capabilities

(One-page graph shows workload, manpower, space increases from the 2d quarter of 1951 to the last quarter in 1952, requests received from OCI, ORR and OSI)

G. COMMUNITY SUPPORT AND RELATIONS

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H. FOREIGN DOCUMENTS DIVISION IN OCR

I. OCR PUBLICATIONS

1. Biographic Register: New Series of Reports

(Would appear only when justified by some event in current news which called for biographic data on a foreign personality in the scientific or economic fields)

J. PHYSICAL PLANT

1. Four memoranda dealing with the construction of vaults in the M and Q building area

K. SPECIAL SURVEYS OF CRS MANAGEMENT AND ORGANIZATION

1. Report on the Human Resources Program

(Office of Training Program "as a basic supervisory training program to assist members of Agency with management responsibilities to make the best use of the individuals under their supervision")

L. UNASSIGNED ITEMS: SECURITY

1. Guidance for the Classification of Documents

(Inform CIA personnel meaning of Executive Order which enjoins agencies to avoid unnecessary classification and over-classification)

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1954: A. CENTRAL REFERENCE CONCEPT AND ORGANIZATION

1. Mission and Functions, OCD

(Mission and Functions from Division, Staff, including all Branches)

2. OCD Material

(Returned to OCD by 25X1A9a [REDACTED], Acting Historian)

3. Report to Clark Committee (Col. Miller)

(Mission of OCR: Organizational History 1946-54; Current Structure; Intellofax System; Library Undertakings; The Four Registers (BR, IR, GR, SR); Liaison; Manpower and Budget; biographies of top OCR administrators 1954)

E. COLLECTION AND PROCUREMENT

1. Customs Bureau, Papers dealing with relations between CIA and

25X1A2g (Memorandum for the Record, 1954; 1964, Review of [REDACTED] (Customs) Project; 1965)

2. The Foreign Publications Procurement Program

(Brief background paper prepared by CIA Library recommends CIA be responsible for deciding which overseas posts need full-time Publications Procurement Offices, staffing them, ensuring part-time PPO's be assigned elsewhere as needed.)

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C. DOCUMENT FLOW: RECEIPT, INDEXING, STORAGE, RETRIEVAL AND DISSEMINATION

1. OCD Draft of Briefing Data for the Appropriations Committee (thru DDI)

(Data from Fiscal Year 1949 through 1953, Research Workload, OCD Functions, Materials Received, Processed, Disseminated by OCD, Requests, Description of Intellofax System in lay language, statements on Industrial Register, Publications Procurement)

2. Proposed Armed Forces Medical Literature Project

25X1A5a1 (OSI proposal to have contract with private corporation () search portions of Army Medical Library files)

3. Summary of Additional Responsibilities of Cable Br. Absorbed since establishment of Branch under Liaison Division in March 1951

4. Title-word Indexing

(OSI pushing Machine Indexing Project; OCR points out how unreliable titles are, other sources)

D. SYSTEMS DEVELOPMENT AND MACHINE SUPPORT

1. The Rapid Selector Project

(What ORR and OCD personnel need in the way of money, tests, to make machine work for rapid selection of items from extensive collections on microfilm; OCD doubts machine can perform satisfactorily to meet needs)

E. ORGANIZATION AND ADMINISTRATION, PROBLEMS OF

1. Change of Name of OCD to OCR

(Into effect, August 1955)

2. Manpower Utilization

^{SURVEY}
(DCI directed manpower utilization within Agency;
Inspector General Chairman Special Committee to
conduct the survey; AD/CR reply)

F. CUSTOMER SUPPORT AND RELATIONS

1. Run-down on the OCB Request from 25X1A5a1

25X1A5a1 (Urgent request from Operations Coordinating Board
(OCB) for intelligence support for [REDACTED] in
preparation for the [REDACTED] Conference) 25X1A6a

G. COMMUNITY SUPPORT AND RELATIONS

1. CIA Liaison With Departments & Agencies Outside
Intelligence Community

(Agencies concerned, scope and nature of their support
to CIA through Liaison Division)

2. Liaison with G-2 on Nuclear Energy Matters

(G-2 requesting from CIA certain reports on nuclear 25X1X7
energy that OSI receiving from its [REDACTED] liaison.
OSI not want release to G-2, OCD does. DDI decision
request be honored.

H. FOREIGN DOCUMENTS DIVISION IN OCR

I. OCR PUBLICATIONS

J. PHYSICAL PLANT

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- K. SPECIAL SURVEYS OF CRS MANAGEMENT AND ORGANIZATION
- L. UNASSIGNED ITEMS: SECURITY

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BY SUBJECT AND DATE

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(1952, 1955)

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1. Progress Report in Compliance with NSC 50

(Report - Central Reference Facilities for Intelligence Research, gives significant developments in 1952)

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(AD/CI memo to DDI - Includes current and future OCD philosophy, recent developments and future projects)

1954:

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(Mission and Functions from Division, Staff, including all Branches)

2. OCD Material

(Returned to OCD by **25X1A9a** ~~George B. Jackson~~, Acting Historian)

3. Report to Clark Committee (Col. Miller)

(Mission of OCR: Organizational History 1946-54; Current Structure; Intellofax System; Library Undertakings; The Four Registers (BR, IR, GR, SR); Liaison; Manpower and Budget; biographies of top OCR administrators 1954)

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1952:

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(By LD December 1952)

2. OCD Overseas Personnel Requirements

(Requests Overseas Microfilm Team continue on a reduced scale)

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1. Correspondence about State Department's most recent budget cuts and how they affect CIA

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(Steps taken that other agencies maintain in Washington an
inventory of each classified CIA intelligence publication in
files of their overseas missions; how safeguard proper
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1953: (continued)

6. State Department request for increase in the number of NIE's and SE's which it receives

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(Into effect, August 1955)
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(DCI directed manpower utilization within Agency; Inspector
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AD/CR reply)

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1. Establishment of Branch Library for SO and PC

(February 1952)

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1. Establishment of Intra-Agency Advisory Working Group to the Project Officer for Central Radio Frequency File

2. External Research Projects

(OCD had in effect in 1953 giving Project, Contractor, Date Started or Expected to Finish)

3. Incorporation of Medical Office Library as a Branch Library of OCD

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1953: (continued)

4. OIC, 1950-53

(Problems involving OCD were considered and action taken under such headings as: Biographic Intelligence, External Research, Interdepartmental Committees, Interagency Operational Liaison, Requirements)

5. Special Register - Workload vs. Capabilities

(One-page graph shows workload, manpower, space increases from the 2d quarter of 1951 to the last quarter in 1952, requests received from OCI, ORR and OSI)

1954:

1. Run-down on the OCB Request from 25X1A9a

25X1A9a

(Urgent request from Operations Coordinating Board (OCB) for intelligence support for [REDACTED] in preparation for the [REDACTED] Conference)

25X1A6a

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G. COMMUNITY SUPPORT AND RELATIONS

1952:

1. Letter transmitting copies of: Agreement between the Department of State and the CIA for State Servicing of CIA Biographic Requests on Political Personalities

(November 1952)

1954:

1. CIA Liaison With Departments & Agencies Outside Intelligence Community

(Agencies concerned, scope and nature of their support to CIA through Liaison Division)

2. Liaison with G-2 on Nuclear Energy Matters

25X1X7

(G-2 requesting from CIA certain reports on nuclear energy that OSI receiving from its [REDACTED] liaison. OSI not want release to G-2, OCD does. DDI decision request be honored.

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H. FOREIGN DOCUMENTS DIVISION IN OCR

1952:

1. Notice of Establishment of FDD Linguist Consultation Service

(November 1952; two translators were located in the CIA Library)

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I. OCR PUBLICATIONS

1952:

1. LDN Series of Information Notices

(December 1952; expanded to cover all types of newsworthy information obtained by the Liaison Officers of Liaison Division)

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(Would appear only when justified by some event in current news which called for biographic data on a foreign personality in the scientific or economic fields)

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J. PHYSICAL PLANT

1952:

1. Riverside Stadium: three memoranda describing conditions

(Space utilized by OCD personnel; poor and unhealthy working conditions; requirements)

1953:

1. Four memoranda dealing with the construction of vaults in the M and Q building area

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K. SPECIAL SURVEYS OF CRS MANAGEMENT AND ORGANIZATION

1953:

1. Report on the Human Resources Program

(Office of Training Program "as a basic supervisory training program to assist members of Agency with management responsibilities to make the best use of the individuals under their supervision")

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SECRET

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L. UNASSIGNED ITEMS: SECURITY

1953:

1. Guidance for the Classification of Documents

(Inform CIA personnel meaning of Executive Order which enjoins agencies to avoid unnecessary classification and over-classification)

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